



Computer CORE

Absolutely Essential Skills

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Classroom Navigator: Alam K.

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Extra Support from ComputerCore

- Weekly help sessions -
 - Check-In (Monday, 5 - 6 pm)
<https://us06web.zoom.us/j/83832477730>
 - COREclub (Wednesday, 5 - 6 pm)
<https://us06web.zoom.us/j/84624226148>
- Join Slack -
https://join.slack.com/t/computercore/shared_invite/zt-2xthmmimt-5nTjorK7UAjDpJPHLSGXnw
- The Help Desk:
866-977-3033 helpdesk@computercore.org



The recording of last week's class

- https://us06web.zoom.us/rec/share/bejv_b9GIfSIW0sDgbOoxRbaGo9Qa4TQUUwe0A2uCT16SNHu3tb2EdqhG6PhJI51.EtfkJ2_D1_VlgyBW
- Passcode: \$8s=2n@F
- CTRL + Click on the recording's URL

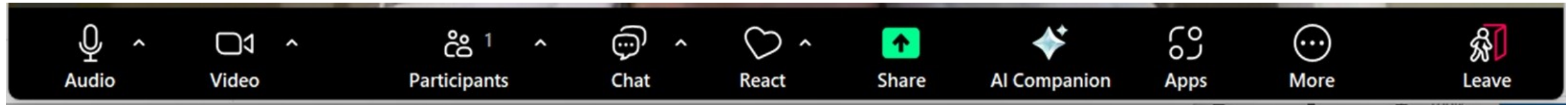
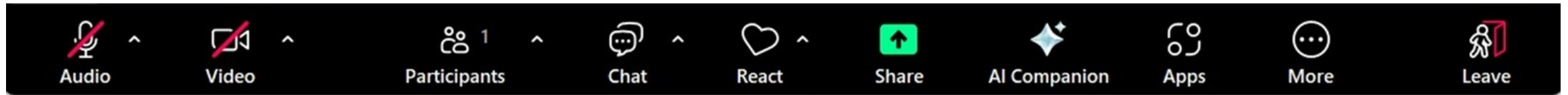


This week

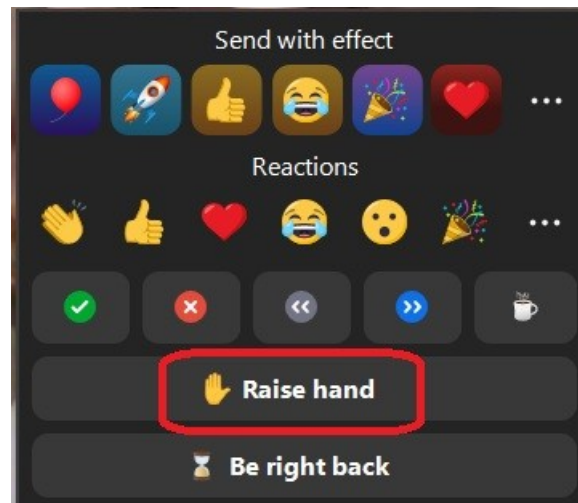
- Review
- Files and folders
- Creating folders
- Naming folders and files
- Saving files
- Deleting files
- Windows Update



Review - Zoom Controls



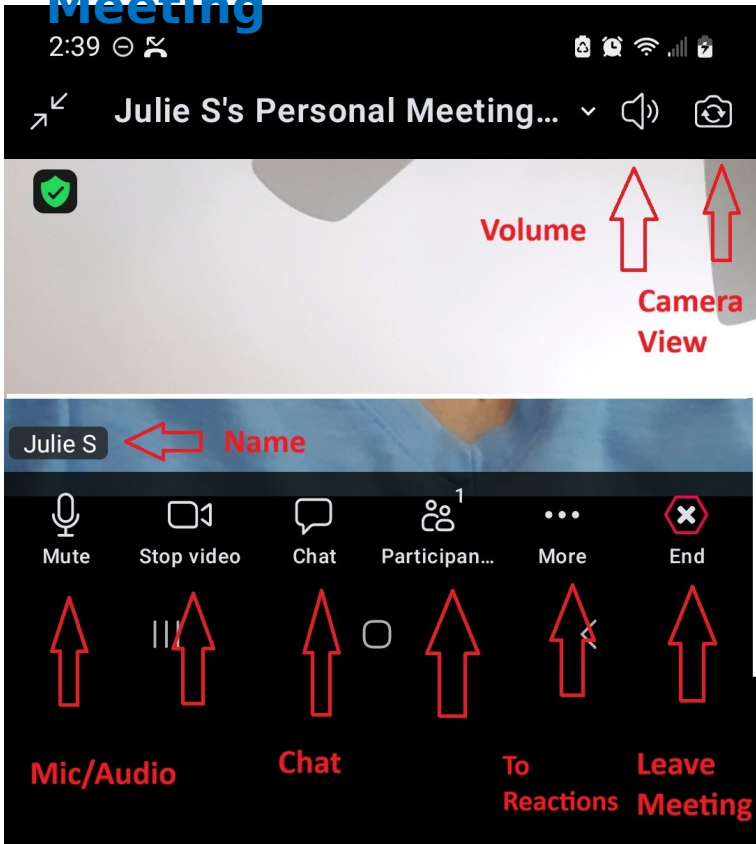
React
Button



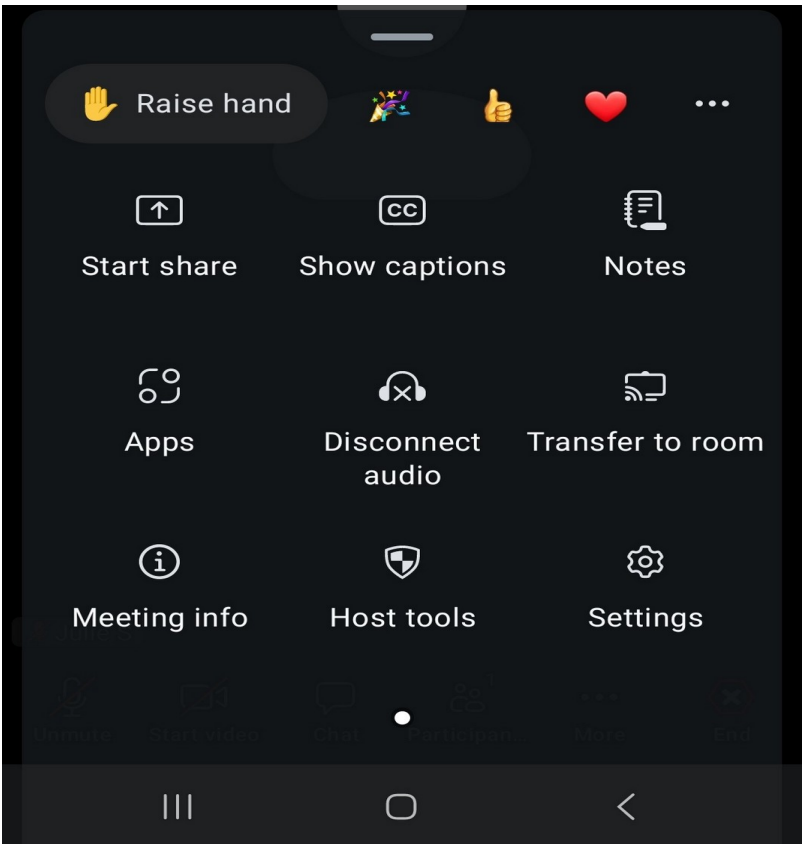


Review - Zoom Mobile

Main Screen During Meeting



From “More” Menu Item

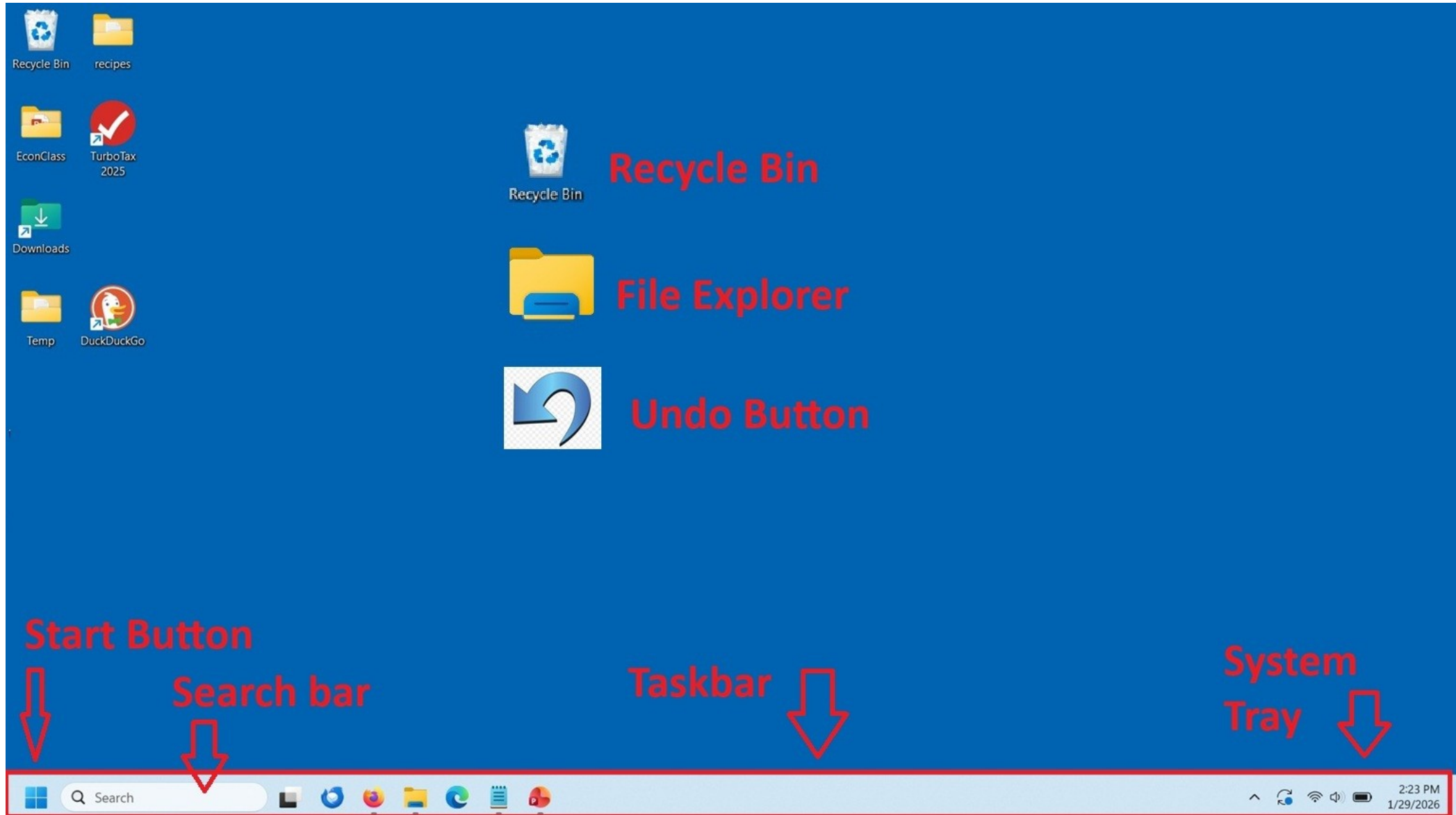




Review - What is an operating system?

- The operating system is the software that controls all of the computer's functions
- Common Operating Systems are
 - Microsoft  Windows 11







Review - Working with Windows

- What is a Window? How can you move windows around? How do you make windows bigger and smaller? How can you rearrange windows on your desktop?
- Opening applications (apps)
 - The Start Button
 - The Search Box
 - Icons pinned to the Taskbar
 - Icons on the Desktop



Files and folders

- Every time you save a product, you are making a file
- We keep files in folders
- We can have folders within folders
- Stay organized!
 - Make the computer do most of the work
 - You probably have plenty of storage space
 - How can you tell how much space you have available?
- Using File Explorer



Files and folders

- Making folders
- Renaming files and folders
- Deleting files and folders
- Restoring files and folders



Windows updates

- Type “Update” in the search box of your taskbar
- Check for Updates
- Windows Update screen
- Updates must download and install
- You may need to restart your computer after an update has installed
- Do not turn your computer off during an update



Congratulations!

Today we have discussed:

- The operating system and the Desktop
- Starting Office applications
- Files and folders
- Creating folders
- Naming folders and files
- Saving files
- Deleting files
- Windows Update



Are you meeting your goals?

- Familiarity with computers
 - Can you turn your computer on and off?
 - Can you work your keyboard and mouse?
- Online operations
 - Zoom
 - Email
 - Online information
- Windows file organization
 - Make files and folders
 - Organize files and folders



Send an email

jstrempe1@ymail.com

- Your instructor will send you a reply with an attachment
- Download the attachment and put your name on it
- Send the attachment with your name back to your instructor



What topics should we revisit?

- Using Zoom
- Parts of a computer
- Windows
- Class recordings on Slack
- Online behavior
- Starting files
- Saving files
- Moving windows
- Un-deleting files and folders
- Connecting to the Internet
- Internet browsers and search engines
- Email
- Basic security and passwords
- Using online resources



For next week

- Review the recordings
 - The link and these slides will be available on Slack
- Experiment with your computer for at least two hours
 - Open applications (apps)
- Find online resources
- If you have technical problems: Contact the help desk



Online resources

- Digitallearn (the updated AT&T site):
<https://www.digitallearn.org/>
- NorthStar Digital Literacy:
<https://www.digitalliteracyassessment.org/>
- Typing Club: <https://www.typingclub.com/>
- Typing Test: <https://www.typingtest.com/>
- Mouse practice: <https://mouse-practice.com/>



More ideas to practice

- It is OK to play with your computer
 - Search for fun topics
 - Play games
 - Open applications
 - Make files
 - Make folders
 - Save files
- Go online
 - <https://www.digitallearn.org/>
 - Connect with Slack



Questions?

We will see you in class online next week!